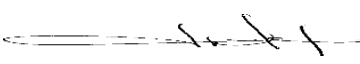


SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER M3040014SUYE008		PAGE 1 OF 75	
2. CONTRACT NO. GS-35F-0126W		3. AWARD/EFFECTIVE DATE 28-Jul-2014		4. ORDER NUMBER M00264-14-F-1110		5. SOLICITATION NUMBER M00264-14-R-0026	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME NICOLE BLACK				b. TELEPHONE NUMBER (No Collect Calls) 703-432-1082	
9. ISSUED BY COMMANDING GENERAL - REG CON OFFICE NCR 2010 HENDERSON ROAD NICOLE BLACK QUANTICO VA 22134 TEL: 703-432-1082 FAX:		CODE M00264		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR <input checked="" type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: \$25.5M NAICS: 541511		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15. DELIVER TO M30400 COLLEGE OF DISTANCE EDUCATION AND TRAINING CD 2300A LOUIS ROAD QUANTICO VA 22134 LTCOL STEVE BRZOSTOWSKI		CODE M30400		16. ADMINISTERED BY SEE ITEM 9			
17a. CONTRACTOR/OFFEROR KNOWLEDGE MANAGEMENT INC 353 MIDDLESEX RD TYNGSBORO MA 01879-1082 SUDHIR NIDADAVOLU TEL. 978-649-0123		CODE 1YKU5 FACILITY CODE		18a. PAYMENT WILL BE MADE BY DFAS COLUMBUS PO BOX 369022 ATTN: KANSAS CITY COLUMBUS OH 43236-9022			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE						
25. ACCOUNTING AND APPROPRIATION DATA See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$2,057,368.92 EST	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>0</u> COPIES <input type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input checked="" type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 		31c. DATE SIGNED 28-Jul-2014	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Newton, Jerri / Branch Chief TEL: (703) 784-5701 EMAIL: jerri.newton@usmc.mil			

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)						PAGE 2 OF 75
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT	
	SEE SCHEDULE					
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____						
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR		36. PAYMENT	
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY				
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42a. RECEIVED BY <i>(Print)</i>			
			42b. RECEIVED AT <i>(Location)</i>			
			42c. DATE REC'D <i>(YY/MM/DD)</i>	42d. TOTAL CONTAINERS		

PERFORMANCE WORK STATEMENT

ELECTRONIC COURSEWARE DEVELOPMENT SUPPORT SERVICES

1. Background

The Marine Corps College of Distance Education and Training (CDET), Marine Corps University (MCU)/Education Command (EDCOM) is located at Marine Corps Base (MCB) Quantico, VA. CDET is responsible for designing, developing, and implementing electronic learning solutions through the use of information technologies that meet critical instructional needs across the United States Marine Corps (USMC) training and education (T&E) continuum. The CDET, in close collaboration with sponsors of Marine Corps T&E programs, develops innovative technology-enabled solutions that increase readiness by providing learning opportunities and support to Marines, anytime, anywhere. CDET's Electronic Courseware Department (ECD) provides the Marine Corps with an e-learning design and development capability to satisfy unmet or emerging T&E requirements. The CDET ECD maintains a standing capability to produce approximately 42 hours of new or updated e-learning per year across the following primary content categories: Ground Combat; Combat Service Support; Command, Control, Communications and Computers (C4); Aviation Combat and Support; Professional Military Education; Annual Compliance and Common Skills; and a range of annual training requirements. ECD-produced e-learning products are used as stand-alone programs, as part of resident or online instructor- or leader-led T&E, and for on-the-job learning or performance support. E-learning product sizes range from discrete multimedia training aids to complete courses of instruction.

The ECD's primary design and development focus is Interactive Multimedia Instruction (IMI) for delivery via the Marine Corps Distance Learning Network (MarineNet), which hosts, delivers, and tracks Marine Corps web-based

courses. IMI developed for MarineNet delivery shall conform to the MarineNet Courseware Development Technical Standards, which includes the applicable version of the Sharable Courseware Object Reference Model (SCORM). However, standalone versions, deliverable via CD or DVD are also produced, and ECD anticipates future requirements that include production for delivery via mobile devices. Unless specifically exempted as a national security system (as defined in the National Defense Authorization Act (Clinger-Cohen Act) for fiscal year 1996, Section 5142 (40 USC 1452)), products shall comply with Section 508 of the Rehabilitation Act of 1973, or an alternative shall be provided that allows access to the information needed. Unless specifically waived or expanded, ECD develops e-learning products that are compatible with the Marine Corps hardware/software baseline and deliverable via the Navy Marine Corps Intranet (NMCI)/Marine Corps Enterprise Network (MCEN).

In addition to product development, the ECD publishes and promotes standards and best practices for USMC e-learning, including but not limited to, the MarineNet Courseware Development Technical Standards and "MarineNet Tips, Tools, and Practices" articles. The ECD participates actively in MarineNet Learning Management System (LMS) capability enhancement and functionality troubleshooting. The ECD also provides support to other USMC agencies in selecting, developing, or MarineNet-hosting of e-learning products, including facilitation of the MarineNet integration testing and activation process. Lastly, the CDET is responsible for establishing a comprehensive outreach, liaison, and communications program with Marine Corps customers (e.g., Customer Relationship Management (CRM) program).

The MCU's Enlisted Professional Military Education (EPME) Branch provides progressive resident educational opportunities to improve leadership, critical thinking capability, and sound tactical skills for enlisted Marines throughout their careers. The EPME goal is to provide Marine Corps enlisted leaders with current operational information while emphasizing the Marine Corps' time-honored traditions. This education is designed to maximize the enlisted leader's ability to contribute to the warfighting capabilities of their units and provide excellent leadership to our younger Marines. The EPME Branch oversees six Staff Noncommissioned Officer Academies (SNCOAs) located at Quantico, VA; Camp Lejeune, NC; Twentynine Palms, CA; Camp Pendleton, CA; Marine Corps Base HI; and Camp Hansen, Okinawa, Japan. The SNCOAs are dedicated to enhancing the professional qualifications of noncommissioned and staff noncommissioned officers preparing to assume duties of greater responsibility and to make greater contribution to the Corps. Each of the six SNCOAs have access to a Deployable Virtual Training Environment (DVTE), which is a laptop-based platform used for a wide variety of training simulations in the Marine Corps. The DVTE is a suite of equipment that consists of 32 laptops and a single server. The thirteen DVTE suites reside at the SNCOAs and at the EPME Headquarters in Quantico, VA; an additional 17 DVTE suites is anticipated in FY14, specific SNCOA locations yet to be determined.

2. Scope

The Marine Corps CDET, EDCOM has a requirement for instructional design, multimedia design and development, courseware programming, and technical management services to assist them in their mission to plan, design, develop, test, verify, and support electronic courseware products and related electronic learning (e-learning) initiatives across the Marine Corps. The Contractor shall support CDET ECD product development primarily on-site, employing design and development expertise in collaboration with Marine Corps functional understanding of training and education requirements primarily to produce IMI products. Key facets of support include all phases of e-learning product design and development, including e-learning feasibility analysis, instructional design, multimedia design and development, courseware programming, and coordination/liaison with Operating Forces (OPFORs) and other CDET customers.

This effort will also provide the CDET Business Operations Department with administrative and customer outreach capabilities in support of CDET requirements.

Finally, this effort will provide Educational Technology Management Services and Computer Programming Services to support three MCU EPME Branch programs of instruction 1) Sergeants Course; 2) Career Course; and 3) Advanced Course and to maintain and oversee the DVTE suites and other technology-enabled training and education initiatives deployed in support of EPME and located at the six SNCOAs, the Senior EPME Course in Quantico, and at the EPME Headquarters.

3. General Support Requirements

3.1 Mission Support

The Contractor shall provide the CDET ECD and MCU EPME Branch with comprehensive capabilities to support mission accomplishment.

3.2 Personnel and Training

The Contractor shall be responsible for employment, training, guidance, and supervision of qualified personnel performing under this PWS. The Contractor shall accomplish the assigned work by employing and utilizing qualified personnel possessing an appropriate combination of education, training, and experience to successfully accomplish the services in this PWS. No waivers will be proposed or considered for key personnel.

Noncompliance with labor qualifications could result in adverse action being taken against the contractor, including unfavorable performance ratings and termination for cause or for the convenience of the Government. The Contractor shall not bill the Government as a direct charge for employee time spent in training or for the training itself.

3.3 Key Personnel

The Contractor shall be responsible for staffing, competency training, guidance, and supervision of qualified personnel performing under the resulting contract for this PWS. The Contractor shall accomplish the assigned work by employing and utilizing qualified personnel possessing an appropriate combination of education, training, and experience required to meet the PWS criteria. Staff initially assigned shall provide the benchmark for replacement staff qualifications and no dilution of such qualifications or reduction in performance shall be incurred by the Government as a result of staff reassignment/departure.

3.3.1 Task Manager/Lead Instructional Designer

The Task Manager/Lead Instructional Designer shall spend approximately 25% of their time on task management services and the remaining 75% on instructional design services. The Task Manager/Lead Instructional Designer shall have at least the following qualifications and skills:

- a. Possess a bachelor's degree from an accredited college in instructional design, education, or related discipline plus 10 years of professional experience; or 7 years of professional experience with a related Master's Degree. The professional experience shall include 5 years of experience in developing IMI and 5 years of Project Management experience.
- b. Demonstrated ability to effectively organize, prioritize, multi-task and manage own and employees' time effectively to meet deadlines.
- c. Experience working as part of a multi-disciplinary team and with outside stakeholders to accomplish complex tasks.
- d. Experience with e-learning development standards, SCORM, and American Disabilities Act (ADA) Section 508.
- e. Advanced knowledge and experience with multimedia instructional design concepts, principals, and tools.
- f. Knowledge and experience working closely with user organizations to gather information and analyze instructional needs.
- g. Demonstrated track record of creating course structure and content that meets the needs of adult learners in a distance learning environment.
- h. Knowledge and experience working with Lectora[®] Inspire or similar "rapid" courseware development software/tools.
- i. Experience conducting learning analysis to identify T&E gaps that can effectively and efficiently be remediated via technology-based learning.
- j. Expertise with Microsoft[®] office automation tools to include Office[®], Project[®] and Visio[®].
- k. Knowledge of Questionmark Perception is preferred.

3.3.2 Instructional Designers

The Instructional Designers shall have at least the following qualifications and skills:

- a. Possess a bachelor's degree from an accredited college in instructional design, education, or related discipline plus 4-5 years of experience in analysis, planning, and design of IMI; or related master's degree plus 3 years of professional experience; or equivalent experience/combined education with 7 years of professional experience.
- b. Experience with e-learning development standards, SCORM, and ADA Section 508.
- c. Advanced knowledge and experience with multimedia instructional design concepts, principals and tools.
- d. Knowledge and experience working closely with user organizations to gather information and analyze instructional needs.
- e. Demonstrated track record of creating course structure and content that meets the needs of adult learners in a distance learning environment.
- f. Knowledge and experience working with Lectora® Inspire or similar “rapid” courseware development software/tools.
- g. Demonstrated ability to effectively organize, prioritize, multi-task and manage time effectively to meet deadlines.
- h. Experience working as part of a multi-disciplinary team and with outside stakeholders to accomplish complex tasks.
- i. Experience conducting learning analysis to identify T&E gaps that can effectively and efficiently be remediated via technology-based learning.
- j. Expertise with Microsoft® office automation tools to include Office®, Project® and Visio®.
- k. Knowledge of Questionmark Perception is preferred.

3.3.3 Multimedia Designer/Developers

The Multimedia Designer/Developers shall have at least the following qualifications and skills:

- a. Possess a bachelor's degree from an accredited college in graphics design or related discipline with 3-5 years of experience in designing and developing media assets for IMI, to include text, audio, graphics, animation, up to full-motion video, and interactive elements; or equivalent experience/combined education with 6 years of experience in designing and developing media assets for IMI.
- b. Experience in developing multimedia elements for USMC courseware preferred.
- c. Knowledge and experience working with video, animations, still images, Java, JavaScript, XML, HTML (plus HTML 5 preferred), ActionScript, and CSS.
- d. Knowledge and experience working with Adobe® Masters Collection.
- e. Knowledge and experience working with 3D modeling programs such as 3ds Max or Daz 3d.
- f. Demonstrated ability to effectively organize, prioritize, multi-task and manage time effectively to meet deadlines.
- g. Experience working as part of a multi-disciplinary team and with outside stakeholders to accomplish complex tasks.
- h. Expertise with Microsoft® office automation tools to include Office®, Project® and Visio®.
- i. Experience developing multimedia assets for use in courseware development tools such as Lectora® Inspire, Captivate or Articulate.
- j. Experience with e-learning development standards, SCORM, and ADA Section 508.
- k. Knowledge of Questionmark Perception is preferred.

3.3.4 Courseware Programmers

The Courseware Programmers shall have at least the following qualifications and skills:

- a. Possess a bachelor's degree from an accredited college in computer science, information technology or related discipline plus 3-5 years of experience in programming web-based, SCORM 2004-conformant IMI; or 3 years of experience in programming web-based, SCORM 2004-conformant IMI with a related master's degree; or equivalent experience/combined education with 6 years of professional experience.
- b. Experience in USMC courseware development preferred.
- c. Knowledge and experience working with authoring languages such as Java, JavaScript, XML, HTML (including HTML 5 preferred), ActionScript, and CSS.

- d. Knowledge and experience working with Adobe® Masters Collection.
- e. Demonstrated ability to effectively organize, prioritize, multi-task and manage time effectively to meet deadlines.
- f. Experience working as part of a multi-disciplinary team and with outside stakeholders to accomplish complex tasks.
- g. Expertise with Microsoft® office automation tools to include Office®, Project® and Visio®.
- h. Experience using and customizing output of “rapid” development courseware tools such as Lectora® Inspire, Captivate, or Articulate is desired.
- i. Experience with e-learning development standards, SCORM (including advanced sequencing and navigation), and ADA Section 508.
- j. Knowledge of Questionmark Perception is preferred.

3.4 Contract Administration

The Contractor shall establish processes and assign appropriate resources to effectively administer the services in this PWS. This shall include management of the services, personnel actions, finance, and government interface with CDET. At all times, the Contractor shall be responsible for the actions of their personnel.

The Contractor shall establish and maintain the necessary interfaces with Government staff required to execute their program strategy. The CDET will assign a designated Contracting Officer’s Representative (COR) who will have cognizance over all tasks and execute responsibilities from technical oversight of performance, deliverables acceptance, invoiced certification, and coordination of follow-on work efforts. The Regional Contracting Office (RCO) Contracting Officer will interface with the Prime Contractor representatives for payment and administration.

4. Performance Requirements

4.1 Period of Performance

The period of performance for this contract is from date of award for a base period of one (1) year and two (2) one (1) year option periods.

4.2 Place of Performance

The primary place of performance for the services described in this PWS are in Government-provided spaces at the CDET in Quantico, VA, with the exception of the MCU EPME Educational Technology Management and Computer Programming Services, which shall be performed primarily in Government-provided spaces at the MCU Staff Non-Commissioned Officer Academy in Quantico, VA.

4.3 Hours

The majority of the services shall be performed during the normal working hours of 0730-1600, Monday through Friday with eight (8) hour workdays the expected norm. Flexible schedules for each individual may be accommodated, but must be authorized by the COR. The Contractor and the COR will mutually agree upon any/all deviations.

4.4 Performance Management

The Contractor shall provide the necessary resources and infrastructure to manage and administer this contract. The selection of teaming partners, sub-contractors, facilities, and other business considerations is discretionary on the part of the Contractor, so long as they conform to the labor categories, pricing, and performance terms and conditions that bind the prime. The Contractor shall establish processes and assign appropriate management and support resources to administer the resulting contract and to interface with the Government’s COR. This shall include management of the contract, staffing actions, sub-contractor management, finance, and Government interface with the CDET staff. At all times, the prime Contractor shall be responsible for the actions of their teaming partners and sub-contractors.

4.5 Management Performance

The Contractor shall support all facets of technical performance with a sound management structure that ensures cost-effective support to the CDET ECD and the MCU EPME Branch in the execution of their mission.

Throughout contract performance, the Contractor is responsible for ensuring that assigned staff are executing responsibilities in consonance with their proposal response and associated quality standards. The Contractor's Task Manager/Lead Instructional Designer is the principle responsible for all facets of performance, including personnel staffing, quality process adherence, and selection and assignment of roles supporting the CDET and the MCU EPME Branch. This is inclusive of Contractor-Government coordination (e.g. management and technical), appropriate performance reviews, progress/performance briefings, and interface with the CDET and the MCU EPME to accomplish task planning and staffing. The Task Manager/Lead Instructional Designer is the direct counterpart of the CDET Contracting Officer's Representative (COR).

4.6 Quality Assurance and Performance

A Quality Assurance Surveillance Program (QASP) will establish the requirements for acceptance of work, performance quality, and associated deliverables. The COR is responsible for establishing the provisions of the QASP. The QASP shall incorporate the Contractor's proposed quality control processes with the Government's terms and conditions for acceptance of products and services. Additionally, the Contractor shall develop and include a set of functional metrics that shall serve as a means for gauging overall effectiveness and correcting any problems associated with performance. Overall quality ratings will be provided to the Contractor quarterly for PWS-level performance. The Contractor shall provide their Quality Plan to the COR within thirty (30) days after contract award for review and comment.

4.7 Contract Performance Review

The Contractor, in conjunction with guidance provided by the COR, shall schedule and conduct a quarterly (based upon fiscal year) Program Review within fifteen (15) calendar days of the final day of the month for the period of performance (e.g., October – December – before Jan 16th). The location for this review shall be at the discretion of the Government. The agenda for the review shall be developed between the Contractor's Task Manager/Lead Instructional Designer and the COR. The agenda items shall include the elements of the monthly Progress Report, performance metrics, as well as any additional items deemed important by both parties. The Government reserves the right to change the timing (e.g., semi-annually vice quarterly), content and format, as required.

5. Specific Requirements

The Contractor is responsible for providing qualified technical, support, and management staff to execute the provisions of this PWS.

5.1 Task Management/Lead Instructional Design Services

The Contractor shall provide Task Management/Lead Instructional Design services (in Government provided spaces) at CDET ECD in Quantico, VA). Task management shall support specific PWS services, not to include services typically considered to be company overhead.

- a. The Contractor shall deliver to the COR a monthly status report (see Table 3).
- b. The Contractor shall deliver to the COR meeting minutes for all In-Progress Review meetings (see Table 3).
- c. The Contractor shall, in addition to monthly reports and meeting minutes, maintain regular communication with COR-designated Government staff.
- d. The Contractor shall, in collaboration with COR-designated Government staff; support development and maintenance of a baseline project or activity schedule that reflects Government delivery requirements as applicable and identifies project milestones/key deliverables, Government review periods, and proposed completion dates based on task complexity and resource availability (see Table 3).
- e. The Contractor shall, in collaboration with CDET ECD Government staff, support the development of a configuration management plan.
- f. The Contractor shall document and communicate any changes or variance from Government approved project design plans that may result in changes to schedule, quality, or cost.
- g. The Contractor shall ensure delivery according to Government-approved schedules.
- h. The Contractor shall support Government level-of-effort estimation for in-house IMI design and development by tracking and reporting labor hours expended by task.
- i. The Contractor shall assign tasks, according to Government requirements and priorities, to Contractor

personnel in order to provide services specified under this contract.

- j. The Contractor shall ensure that all staff are fully apprised of and adhere to Marine Corps cultural standards as well as all requirements, expectations, and any additional standards applicable to the services in this PWS.

5.2 Instructional Design Services

The Contractor shall provide Instructional Design (ID) Services (in Government provided spaces) primarily at CDET ECD in Quantico, VA. Services shall support all design and production phases for approximately 42 hours of Level 3 (complex instructional interactivity, multimedia development, and underlying programming) IMI/performance support development for USMC training and education. Services are required to support distinct content areas: Ground Combat; Combat Service Support; C4; Aviation Combat and Support; Annual Compliance and Common Skills; and Professional Military Education.

- a. The Contractor shall work collaboratively with CDET ECD Government staff, USMC project proponents, and other Contractor staff to support determination of and document the most effective learning solution that benefits the target audience and achieves the sponsor's desired goals.
- b. The Contractor shall design, develop, and document production of technology-based multimedia training and education products per Government-established instructional, technical, and delivery requirements, applying configuration management plan to track source data and resource files, proposed and accepted change requests, and program requirements throughout project life cycle.
- c. The Contractor shall develop and document actionable recommendations for reuse of existing electronic learning products and/or proposed new development in order to increase ROI of new development efforts.
- d. The Contractor shall develop, and update as needed throughout production, comprehensive project design and style/convention documents.
- e. The Contractor shall support the conduct of and document instructional and technical assessments of all developed products under Government-defined testing and user conditions.

5.3 Multimedia Design and Development Services

The Contractor shall provide Multimedia Design and Development services (in Government provided spaces) primarily at CDET ECD in Quantico, VA. Services shall support all design and production phases for approximately 42 hours of Level 3 (complex instructional interactivity, multimedia development, and underlying programming) IMI/performance support development for USMC training and education. Services are required to support distinct content areas: Ground Combat; Combat Service Support; C4; Aviation Combat and Support; Annual Compliance and Common Skills; and Professional Military Education. "Multimedia" shall be interpreted to include text, audio, graphics, animation, up to full-motion video and interactive elements.

- a. The Contractor shall design, create, and deliver per Government-established instructional, technical, and delivery requirements high quality multimedia and interactive products that incorporate text, audio, graphics (including still photographs), animation, and up to full-motion video.
- b. The Contractor shall collaborate with mixed Government and Contractor project team throughout all IMI project phases to support the determination and definition of, and subsequently to document, multimedia asset requirements and development strategies based on learning objectives and proposed instructional strategies for the learning content.
- c. The Contractor shall search and coordinate with the Marine Corps Imagery Resource Center, TECOM Combat Camera Branch, and other Department of Defense (DoD) and Federal Government multimedia repositories to retrieve appropriate imagery and video.
- d. The Contractor shall support the structure of and maintain CDET library of photographs and graphics for integration into electronic learning products; enabling rapid response search and retrieval capabilities.
- e. The Contractor shall support the determination of and document the viability of multimedia reuse and repurposing in compliance with the MarineNet Courseware Development Technical Standards and all federal copyright rules and restrictions.
- f. The Contractor shall support the conduct of and document technical assessments of multimedia elements under Government-defined testing and user conditions.

5.4 Multimedia Design and Development Services (OPTION)

The Contractor shall provide Multimedia Design and Development Services (in Government provided spaces) at CDET ECD in Quantico, VA. Services shall support all design and production phases for increments of 5 hours, up to a maximum 20 hours, of Level 3 (complex instructional interactivity, multimedia development, and underlying programming) IMI/performance support development for USMC training and education. Services are required to support distinct content areas: Ground Combat; Combat Service Support; C4; Aviation Combat and Support; Annual Compliance and Common Skills; and Professional Military Education. "Multimedia" shall be interpreted to include text, audio, graphics, animation, up to full-motion video, and interactive elements.

- a. The Contractor shall design, create, and deliver per Government-established instructional, technical, and delivery requirements high quality multimedia and interactive products that incorporate text, audio, graphics (including still photographs), animation, and up to full-motion video.
- b. The Contractor shall collaborate with mixed Government and Contractor project team throughout all IMI project phases to support the determination and definition of, and subsequently to document, multimedia asset requirements and development strategies based on learning objectives and proposed instructional strategies for the learning content.
- c. The Contractor shall search and coordinate with the Marine Corps Imagery Resource Center, TECOM Combat Camera Branch, and other Department of Defense (Dodd) and Federal Government multimedia repositories to retrieve appropriate imagery and video.
- d. The Contractor shall support the structure of and maintain CDET library of photographs and graphics for integration into electronic learning products; enabling rapid response search and retrieval capabilities.
- e. The Contractor shall support the determination of and document the viability of multimedia reuse and repurposing in compliance with the MarineNet Courseware Development Technical Standards and all federal copyright rules and restrictions.
- f. The Contractor shall support the conduct of and document technical assessments of multimedia elements under Government-defined testing and user conditions.

5.5 Courseware Programming Services

The Contractor shall provide Courseware Programming services (in Government provided spaces) primarily at CDET ECD, Quantico, VA. Services shall support all design and production phases for approximately 42 hours of Level 3 (complex instructional interactivity, multimedia development, and underlying programming) IMI/performance support development for USMC training and education. ID Services are required to support distinct content areas: Ground Combat; Combat Service Support; C4; Aviation Combat and Support; Annual Compliance and Common Skills; and Professional Military Education. Services shall additionally support performance troubleshooting for existing MarineNet-delivered and other electronic learning products.

- a. The Contractor shall collaborate with ECD and USMC Distance Learning Network Operations Center (DLNOC) staff to support the establishment of technical standards for learning support products delivered via MarineNet and other emerging delivery platforms.
- b. The Contractor shall provide resident technical expertise to ECD staff for a variety of technical issues ranging from LMS configurations and SCORM requirements to desktop application usage and on emerging instructional technologies, techniques, and trends.
- c. The Contractor shall collaborate with mixed Government and Contractor project teams to conceptualize and produce or update, per Government-established instructional, technical, and delivery requirements, dynamic and interactive learning products for incorporation into a variety of training products using various delivery methods.
- d. The Contractor shall support configuration and maintenance of a searchable library of source code and authoring files for all completed projects; enabling rapid response search and retrieval capabilities.
- e. The Contractor shall support the migration of legacy and new development courseware to MarineNet 4.x (current version) and/or other learning management/content management systems or alternative delivery systems as applicable.
- f. The Contractor shall collaborate with ECD, USMC DLNOC staff, as well as customer support staff for designated COTS software applications, and perform research and testing as necessary to troubleshoot LMS and courseware performance deficiencies.
- g. The Contractor shall support determination of and document the viability of electronic training and education product reuse and repurposing.

- h. The Contractor shall support the conduct of technical assessments of all developed products under Government-defined testing and user conditions and shall research and resolve any technical deficiencies or defects identified during testing.
- i. The Contractor shall produce and/or examine product source code and authoring files to validate file structure and format in order to ensure compatibility with intended delivery medium.

5.6 Courseware Programming Services (OPTION)

The Contractor shall provide Courseware Programming services (in Government provided spaces) primarily at CDET ECD, Quantico, VA. Courseware Programming Services shall support all design and production phases for increments of 5 hours, up to a maximum 10 hours, of Level 3 (complex instructional interactivity, multimedia development, and underlying programming) IMI/performance support development for USMC training and education. Courseware Programming Services are required to support distinct content areas: Ground Combat; Combat Service Support; C4; Aviation Combat and Support; Annual Compliance and Common Skills; and Professional Military Education. Services shall additionally support performance troubleshooting for existing MarineNet-delivered and other electronic learning products.

- a. The Contractor shall collaborate with ECD and USMC Distance Learning Network Operations Center (DLNOC) staff to support the establishment of technical standards for learning support products delivered via MarineNet and other emerging delivery platforms.
- b. The Contractor shall provide resident technical expertise to ECD staff for a variety of technical issues ranging from LMS configurations and SCORM requirements to desktop application usage and on emerging instructional technologies, techniques, and trends.
- c. The Contractor shall collaborate with mixed Government and Contractor project teams to conceptualize and produce or update, per Government-established instructional, technical, and delivery requirements, dynamic and interactive learning products for incorporation into a variety of training products using various delivery methods.
- d. The Contractor shall support configuration and maintenance of a searchable library of source code and authoring files for all completed projects; enabling rapid response search and retrieval capabilities.
- e. The Contractor shall support the migration of legacy and new development courseware to MarineNet 4.x (current version) and/or other learning management/content management systems or alternative delivery systems as applicable.
- f. The Contractor shall collaborate with ECD, USMC DLNOC staff, as well as customer support staff for designated COTS software applications, and perform research and testing as necessary to troubleshoot LMS and courseware performance deficiencies.
- g. The Contractor shall support determination of and document the viability of electronic training and education product reuse and repurposing.
- h. The Contractor shall support the conduct of technical assessments of all developed products under Government-defined testing and user conditions and shall research and resolve any technical deficiencies or defects identified during testing.
- i. The Contractor shall produce and/or examine product source code and authoring files to validate file structure and format in order to ensure compatibility with intended delivery medium.

5.7 Administrative Support Services (OPTION)

The Contractor shall provide Administrative Support Services (in Government provided spaces) at CDET in Quantico, VA. With the exception of standard breaks, services shall be continuous throughout CDET's normal hours of operation (0730-1600 Mon-Fri).

- a. The Contractor shall provide front-office customer service to personnel and visitors.
- b. The Contractor shall welcome on-site visitors, determine nature of business, and announce/direct visitors to appropriate personnel.
- c. The Contractor shall answer telephone calls, determine purpose, and ensure information is relayed to appropriate personnel or department.
- d. The Contractor shall answer questions about organization and provide personnel with address, directions, and other information as required.
- e. The Contractor shall monitor visitor access to the CDET facility.

- f. The Contractor shall manage and track requests for Common Access Card (CAC) cards for Contractor personnel.
- g. The Contractor shall provide general administrative assistance to include: drafting basic correspondence and developing basic spreadsheets and presentations using Microsoft® Office products.

5.8 Customer Liaison/Outreach Coordination Services (OPTION)

The Contractor shall provide Customer Liaison/Outreach Coordination Services (0730 - 1600 Mon - Fri) (in Government provided spaces) primarily at CDET, Quantico, VA.

- a. The Contractor shall support the planning of and coordinate all outreach and communication efforts to inform, educate, and foster key audience awareness of CDET products and programs.
- b. The Contractor shall, per direction by CDET Director, Deputy Director, and other senior staff, provide information about CDET programs, distance learning development capabilities, and MarineNet system training management capabilities to leadership, program managers, and Program of Instruction (POI)/curriculum developers at USMC formal schools, TECOM and EDCOM branches and divisions, and Headquarters Marine Corps (HQMC) branches and divisions.
- c. The Contractor shall support the maintenance of a robust and aggressive customer outreach and marketing campaign in order to improve the use of distance learning throughout the Marine Corps.
- d. The Contractor shall provide outreach expertise to assist the eight CDET Regional Coordinators in the development and execution of their region-specific Outreach Programs.
- e. The Contractor shall advise CDET Director, Deputy Director, and other senior staff on all matters pertaining to public opinion, media environment, and customer communication regarding CDET and its programs.
- f. The Contractor shall provide expert analysis on media coverage of CDET, distance learning within DoD and related subjects that could impact internal (Marine Corps) or external (outside Marine Corps) public opinion or influence decisions of the CDET Director or key staff.
- g. The Contractor shall, per direction by CDET Director, Deputy Director, and other senior staff, provide informational briefings regarding CDET programs to Marine students attending formal resident schools located at Quantico, VA.
- h. The Contractor shall serve as CDET's primary coordinator, advisor, and writer for key industry publications and correspondence by the direction of the CDET Director and senior staff members to ensure style, manner, content, and voice are consistent and reflect the CDET's communication message.
- i. The Contractor shall provide outreach content expertise to all CDET departments, including the CDET website, in order to ensure style, manner, content, and voice are consistent and reflect CDET mission and messages.

5.9 Educational Technology Management Services (OPTION)

The Contractor shall provide MCU EPME Educational Technology Management Services co-located at Government-provided spaces at the MCU Staff Non-Commissioned Officer Academy (SNCOA) in Quantico, VA to support three EPME programs of instruction (Sergeants Course, Career Course, and Advanced Course) taught at the six regional SNCOAs. During the base year, approximately 80% of the Educational Technology Management Services will be performed at Quantico, VA and the remainder of the services will be evenly spread out between SNCOAs. For each of the two option years, this will increase to 90% of the services being performed at Quantico, VA and the remainder of the services being evenly spread out between SNCOAs. The Contractor shall ensure that personnel providing educational technology management services possess or be able to qualify for and maintain a SECRET level security clearance.

- a. The Contractor shall support the development and maintenance of strategic plans, assess policy needs, and support the development of policies to govern Information Technology (IT) activities and prepare IT budgets.
- b. The Contractor shall support the conduct of technical research to identify and recommend innovative engineering techniques, technologies, and products that may be of use to EPME.
- c. The Contractor shall provide technical expertise and guidance in the employment of educational technology in lesson plans and at the SNCOAs.
- d. The Contractor shall recommend technical solutions to adapt course distribution and content delivery to

- diverse user populations and technical environments.
- e. The Contractor shall support the development and review of EPME standalone, net-centric, and Internet Protocol (IP) convergence strategies and plans.
- f. The Contractor shall, per Government approval, conduct research and development of new features for any or all EPME systems.
- g. The Contractor shall make recommendations on the governance of all audiovisual and IT activities at the SNCOAs.
- h. The Contractor shall provide technical expertise for the use and management of three SharePoint sites (the EPME SharePoint site, the EPME portion of the MCU public website, and a PKI-restricted SharePoint site). The Public Key Infrastructure (PKI)-restricted site is used to make student guides available for download to students with CAC cards.

5.10 Computer Programming Services (OPTION)

The Contractor shall provide MCU EPME Computer Programming Services co-located at Government-provided spaces at the MCU Staff Non-Commissioned Officer Academy in Quantico, VA to support three EPME programs of instruction (Sergeants Course, Career Course, and Advanced Course) taught at the six regional SNCOAs. During the base year, approximately 80% of the Computer Programming Services will be performed at Quantico, VA and the remainder of the services will be evenly spread out between SNCOAs. For each of the two option years, this will increase to 90% of the services being performed at Quantico, VA and the remainder of the services being evenly spread out between SNCOAs.

- a. The Contractor shall provide technical expertise in the employment and management of Deployable Virtual Training Environment (DVTE) suites. The DVTE is a suite of equipment that consists of 32 laptops and a single server. There are currently thirteen (13) DVTE suites that reside at the following locations in the designated quantities:
 - o SNCOA Quantico: 2
 - o SNCOA Lejeune: 2
 - o SNCOA 29 Palms: 1
 - o SNCOA Pendleton: 2
 - o SNCOA Hawaii: 1
 - o SNCOA Okinawa: 2
 - o Senior Enlisted PME Course (Quantico): 2
 - o EPME Headquarters (Quantico): 1

EPME anticipates FY14 addition of 17 DVTE suites across the above named locations, specific distribution yet to be determined. Configuration has been incorporated in the base year travel description in Section 8.1.2.
- b. The Contractor shall act as point of contact for submitting trouble tickets and managing technical issues, such as bug fixes, upgrades, and routine maintenance downtime of DVTE suites.
- c. The Contractor shall produce multimedia educational course content.
- d. The Contractor shall develop and deliver, per Government requirements, training materials (tutorials) on educational technology to instructors, course coordinators, faculty, and staff electronically.
- e. The Contractor shall design, per Government requirements, user interfaces, models, scenarios, scoring components, and simulated injectors.
- f. The Contractor shall coordinate with course developers to provide assistance with technical aspects regarding development of courses.
- g. The Contractor shall develop custom computer scripts, per Government approval, to support EPME systems.

6. Security Requirements

- a. The Contractor shall ensure that all personnel providing services on this contract, unless specifically stated in another PWS section, possess or complete a National Agency Check with Local and Credit (NACLC) background investigation.
- b. The Contractor shall ensure that personnel providing Educational Technology Management services possess or be able to qualify for and maintain a SECRET level security clearance.

- c. The Contractor shall ensure that personnel providing Educational Technology Management services have a Secret Facility Clearance and obtain and maintain classified access eligibility. These personnel shall have a valid Secret Facility Clearance prior to classified performance. The prime contractor and all sub-contractors (through the prime contractor) shall adhere to all aspects of DoD Directive 5220.22-M.
- d. The Contractor shall ensure that personnel providing Educational Technology Management services on this contract maintain compliance with Department of Defense, Department of the Navy, and Marine Corps Information and Personnel Security Policy to include completed background investigations (as required) prior to classified performance. This contract shall include a DoD Contract Security Classification Specification (DD Form 254) as an attachment.
- e. The Government will issue Common Access Card (CAC) cards for all Contractors that require access to the Government network and restricted Public Key Infrastructure (PKI) sites. The Government will issue CACs only to those Contractors supporting this contract who have been authorized by the COR. The COR will only authorize CACs for those Contractors that meet current Homeland Security Presidential Directive - 12 (HSPD-12) criteria and have a definitive requirement. CACs are not issued for convenience.
- f. For security purposes, if the Contractor requires specific network access to their domain, the Contractor shall be required to install all the necessary hardware and software.
- g. The Contractor shall provide each employee with an identification badge, which identifies by photograph the individual as an employee of the Contractor. These badges shall be worn at all times and presented for examination upon the request from the COR. Contractor employees shall present their badge to QA personnel, Military Police or any other government official when there is a need to see the badge.
- h. All Contractor personnel attending meetings, answering government telephones, communicating by email, or working on site where their Contractor status is not known to third parties, must identify themselves as Contractors, to include wearing ID badges, which identify them as Contractor personnel.
- i. Unless otherwise directed by the COR, all documents produced or revised by Contractors or developed through Contractor participation must be marked as "Contractor generated documents" or otherwise identified in a manner that discloses the Contractor's participation.
- j. The Contractor shall notify the Government (written notice) within twenty-four hours of any Contractor personnel added or removed from the contract that have been granted classified access, issued a CAC and/or granted Government building access.

7. Hardware, Software, and Network Requirements

- a. For all Contractor personnel, the Contractor shall provide and maintain, at a minimum, a basic software configuration that matches or is fully compatible with the standard USMC workstation configuration. Should the NMCI/MCEN authorize additions to its baseline, the contractor must replicate those additions on all contractor hardware. See Appendix B for a list of the hardware and software the Contractor will need to provide to perform the services in this PWS.
- b. In those limited instances that require NMCI/MCEN connectivity to perform the job, the Government agrees to provide the NMCI/MCEN seat. The Government will install a limited number of non-dedicated NMCI/MCEN seats to provide contractors access to their Government email accounts and to DoD PKI sites.
- c. The Contractor shall provide and maintain, at the Government site, suitable infrastructure to execute and manage program requirements throughout the period of performance to support the scope of activities. The Contractor shall provide an internal contractor network with the ability to store, retrieve, share, and search large amounts of archived data including, but not limited to, documents, multimedia assets, and IMI packages throughout the period of performance. The internal Contractor network shall support print, fax, and scan capability.
- d. The Contractor shall perform the installation and maintenance of necessary IT equipment and network connectivity to support on-site contractor personnel. In those unusual cases where the Government cannot allow the contractor to install the network connectivity, the Government agrees to install the connectivity.
- e. For security purposes, if the Contractor requires specific network access to their domain, the Contractor shall be required to install all the necessary hardware and software.

8. Travel, Facilities, and Other Direct Costs

8.1 Travel

The Contractor is responsible for implementing a travel management program that ensures adherence to procedures and suitable controls to prevent unauthorized cost incurrence. Travel authorization requires pre-approval of responsible Government staff prior to incurring costs. Travel is to be authorized by the COR prior to any travel commencing in support of the services in this PWS. All travel costs will be in accordance with the Joint Travel Regulations (JTR). Costs incurred without authorization will not be reimbursed.

8.1.1 Local Travel

Local travel required within the Quantico/Stafford, VA area will not be reimbursed.

8.1.2 Non-Local Travel

Travel requirements in performance of this effort will comply with the Uniform Federal Travel Regulations (UFTTR) or JTR, as applicable, in effect on the date(s) the travel is performed. Established Government per diem rates will apply to all Contractor travel.

The majority of CDET ECD, CDET Business Operations Department, and MCU EPME services will be performed at Quantico, VA; however, non-local travel is also required for the base year as described in Table 1.

Table 1: Non-local Travel for Base Year

Destination	Number of trips per year	Number of attendees	Duration in # of days (includes travel)
CDET ECD Services			
Norfolk, VA	1	3	5
Camp Lejeune, NC	3	2	5
Camp Pendleton, CA	2	2	5
CDET Business Operations Outreach Services			
Norfolk, VA	1	1	5
Camp Lejeune, NC	2	1	5
Camp Pendleton, CA	2	1	5
MCU EPME Services			
*Camp Hansen, Okinawa, Japan & Kaneohe Bay, HI	2	2	12
Camp Lejeune, NC	2	2	12
**Twentynine Palms, CA & Camp Pendleton, CA	2	2	12
Orlando, FL (Gametech)	1	2	7
Orlando, FL (I/ITSEC)	1	1	7

*Attendees will travel to both the Hawaii and the Okinawa SNCOA during this 12-day trip.

**Attendees will travel to both of the California SNCOA locations during this 12-day trip.

Non-local travel for option year one and option year two is summarized as shown in Table 2.

Table 2: Non-local Travel for Option Years

Destination	Number of trips per year	Number of attendees	Duration in # of days (includes travel)
CDET ECD Services			

Destination	Number of trips per year	Number of attendees	Duration in # of days (includes travel)
Norfolk, VA	1	3	5
Camp Lejeune, NC	3	2	5
Camp Pendleton, CA	2	2	5
CDET Business Operations Outreach Services			
Norfolk, VA	1	1	5
Camp Lejeune, NC	2	1	5
Camp Pendleton, CA	2	1	5
MCU EPME Services			
*Camp Hansen, Okinawa, Japan & Kaneohe Bay, HI	2	1	12
Camp Lejeune, NC	2	1	12
**Twentynine Palms, CA & Camp Pendleton, CA	2	1	12
Orlando, FL (Gametech)	1	2	7
Orlando, FL (I/ITSEC)	1	1	7

*Attendees will travel to both the Hawaii and the Okinawa SNCOA during this 12-day trip.

**Attendees will travel to both of the California SNCOA locations during this 12-day trip.

8.2 Facilities and Other Direct Costs

- Work efforts in support of the services in this PWS will be accomplished primarily on-site at Marine Corps Base Quantico facilities.
- The Government will provide the following personnel services and facilities in support of the services in this PWS:
 - Adequate office and storage space for personnel and physical materials.
 - Essential environmental services such as lighting, electric, heating and air conditioning.
 - Access to MarineNet and MarineNet's "stage" testing environments.
- Other Direct Costs will include necessary office supplies and items specific to project requirements, other than those listed in Appendix B (e.g., 3D model authoring files). All expenses are to be authorized by the COR prior to accrual. Any expense that is not pre-authorized shall NOT be reimbursed.
- Laptops, cellular equipment and services, and other items of convenience are not reimbursable as Other Direct Costs (ODCs).
- All Government printing requirements MUST be done by or through the local Document Automation and Production Service (DAPS), now called DLA Document Services)

<http://www.daps.dla.mil/dapsonline.html>.

9. Government Furnished Material/Equipment and Documentation

9.1 GFM/GFE

- The Government will provide telephones, fax machines (local, Defense Switched Network (DSN) and long distance), and proper building access identification badges as required.
- In those limited instances that require NMCI/MCEN connectivity to perform the job, the Government agrees to provide the NMCI/MCEN seat. The Government will install a limited number of non-dedicated NMCI/MCEN seats to provide contractors access to their Government email accounts and to DoD PKI sites.
- The Government will issue CAC cards for all Contractors that require access to the Government network

and restricted PKI sites.

9.2 Government Documentation

The Government will provide access to documents required in support of the execution of this PWS. The Government will make available all relevant financial management policies, procedures, and regulations applicable to this PWS.

Government Furnished Information (GFI) provided with this Request for Proposal (RFP):

- MarineNet Courseware Development Technical Standards (current version)
- DVTE information briefing

GFI to be provided after contract award:

- Current version of all applicable Standards and USMC software/hardware baseline documents upon publication
- Project-specific support materials as assigned, including but not limited to such items as Training and Readiness Manuals, Programs of Instruction, USMC doctrinal publications, and technical manual.

10. Allocation of Intellectual Property, and Use of Data/Information

10.1 No data, materials, information, or other items (hereinafter singularly or collectively "Items") created or provided expressly for this PWS shall be used by the Contractor for any purpose other than those that are in support of, or for performance under, this PWS without the prior written permission of the Contracting Officer. The Contractor is obligated to protect from unauthorized use or disclosure all Government confidential or classified material and/or Government-owned proprietary, and/or Personally Identifiable Information or Personal Privacy, Items obtained in the course of performance under the Government contract, as long as such Items remain proprietary, confidential, sensitive or classified. Any information obtained in the course of duties, or the performance of services, under this contract including, but not limited to, information that may be made available for use that relates to the technical data, trade secrets, processes, operations, style of work, or apparatus, or to the technical data, statistical data, amount or source of any income, profits, losses, or expenditures of any person, firm, partnership, corporation, or association is included in this clause (and with Items). Contract personnel shall not publish, divulge, disclose, or make known Items in any manner, or to any extent not authorized by the Contracting Officer. When the Contractor's need for such Items ends (including all database or GFI/GFE items), the Items shall be returned promptly (within 10 business days) to the appropriate Government program personnel. However, the obligation not to discuss, disclose, release, reproduce or otherwise provide or make available such Items, or any portion thereof, shall continue, even after completion of this contract/order. Any actual or suspected unauthorized use, disclosure, release, or reproduction of any Items or violation of this agreement, of which the company or any employee is or may become aware, will be reported promptly (within one business day) to the Contractor's program manager, who will inform the Contracting Officer within 5 business days of receiving such report.

10.2 All Items generated by the Contractor, including, but not limited to, software and database data/information/products, instructional products, schematics, diagrams, and general or analytical reports, and all associated intellectual property, in whatever form, created, generated, or produced under this requirement shall become the property of the U.S. Government/Marine Corps and not the Contractor, subcontractor, or individual author or researcher; therefore, the U.S. Government/Marine Corps shall have the irrevocable, royalty-free, worldwide right to use, modify, reproduce, perform, display, release, or disclose such Items, in whole or in part, in any manner, and for any purpose whatsoever, and to have or authorize others to do so. The contract will include all applicable DFARS clauses (including, but not limited to, DFARS 252.227-7013, 252.227-7014, 252.2257-7015 and DFARS 252.227-7020). Items shall be sufficient, competent, and relevant to support the Contractor's findings and be consistent with fact. Test and demonstration will be required as an additional task for models. Unless otherwise authorized by the Contracting Officer, the Contractor shall not use the Contractor's or a Third-Party's proprietary data, information, software items and/or other materials or other Items for any purpose without meeting the requirements of DFARS clause 252.227-7020, and without the specific, written approval by the Contracting Officer, prior to start of any work.

10.3 All Deliverables shall be prepared and delivered as specified under the contract and/or the PWS. Deliverable

items pertaining to specific work to be performed under the task order shall be identified. Although not normally priced separately, the resources to prepare and submit these Deliverables should be included in the proposed price for said task. All Contract developed databases, analyses, studies, applications, information and other Items, and all associated intellectual property, completed or in progress under the contract shall be solely and fully owned by the Government. The Contractor shall turnover all Contract developed databases, analyses, studies, applications, information and other Items, and all associated intellectual property, completed or in progress, to the Government, if not already delivered, upon contract completion.

10.4 Release statements authorizing the Marine Corps' use of participants' voices and images, consistent with scripted requirements of any media/video vignettes, must be obtained from all personnel who are photographed, audio recorded, or filmed in the execution of this project. These releases must be submitted to, and approved by, the Contracting Officer, or, at the discretion and approval of the Contracting Officer, will be provided to the contractor, prior to performing work associated with recording or capturing personal images or voices. Furthermore, if music or other proprietary items are incorporated into the videos, the Contractor shall obtain an irrevocable, worldwide, royalty-free license of sufficient scope to allow the Marine Corps unrestricted use of such items. Moreover, the Contractor will provide the original of all releases and licenses along with a spreadsheet and/or other Image and Video Content Rights Audit Sheet listing all such signed releases and licenses to the Contracting Officer upon request or at the time of delivery of the finished products (videos).

11. Deliverables

All deliverables shall be submitted to the COR or his/her government representative. The COR is responsible for tracking and acceptance of deliverables.

Unless otherwise agreed to by the parties, the Government will provide written acceptance, comments, and/or change requests, if any, according to the duration specified in the Project Schedule. The Government and Contractor shall agree upon a reasonable duration for Government review and adjudication and subsequent Contractor correction based on specific deliverable type and scope. All Government comments shall be incorporated prior to resubmission. If written acceptance, comments, and/or change requests are not provided within the designated time, the deliverable shall be deemed acceptable as provided by the Contractor. Formal quality control measures are expected to be executed for all formal deliverables under this contract. All products delivered under this PWS will conform to current DoD, Department of the Navy (DoN) and Marine Corps standards and guidelines. The Marine Corps will maintain full data rights to all products and deliverables. The Contractor shall submit deliverables according to specified formats to the COR or his/her Government representative. Table 3 below specifies the deliverables to be submitted under this PWS.

Table 3 List of Deliverables

Deliverable #	Deliverable	Content	Due Date
1	Project Schedule	Submit as required in support of services, and categorize according to location of service. In addition to major milestones and duration of activities, include agreed-upon review and correction periods for each deliverable. The Contractor shall incorporate schedule changes that cannot be absorbed by the next deliverable date and produce a revised schedule; the Contractor shall save and maintain the original baseline for accurate tracking of progress and delays.	Initial schedule due as agreed upon by COR or COR-designated Government staff and Contractor per deliverable. Revisions due to COR or COR-designated Government staff within five (5) business days of initiating event.

Deliverable #	Deliverable	Content	Due Date
2	IMI Design and Development Hours Report	Track and report labor hours expended on design and development by project, services category, and task. Submit as required in support of Task Management, Instructional Design, Multimedia Development, and Courseware Programming services; specific content, delivery format, and media to be mutually agreed upon by Government and Contractor.	Due to the COR not later than the 15th day of the following month for work accomplished from the first through the final calendar day of the previous month. May be submitted concurrently but may not be combined with the Monthly Report (Deliverable #9).
3	Analysis and Planning Products	Capture all outcomes of electronic learning product analysis and planning tasks. Documentation, regardless of format, must be sufficient to scope and guide subsequent design and development tasks. Submit as required in support of Instructional Design, Multimedia Development, and Courseware Programming services; specific content, delivery format, and media to be mutually agreed upon by Government and Contractor.	Due to the COR or COR-designated Government staff no later than date established by project schedule. The Government and Contractor shall agree upon a reasonable duration for Government review and adjudication and subsequent Contractor correction based on specific deliverable type and scope. All Government comments shall be incorporated prior to resubmission.
4	Design Products	Capture all outputs of electronic learning product design tasks. Documentation, regardless of format, must be sufficient to scope and guide subsequent development tasks. Submit as required in support of Instructional Design, Multimedia Development, and Courseware Programming services; specific content, delivery format, and media to be mutually agreed upon by Government and Contractor.	Due to the COR or COR-designated Government staff no later than date established by project schedule. The Government and Contractor shall agree upon a reasonable duration for Government review and adjudication and subsequent Contractor correction based on specific deliverable type and scope. All Government comments shall be incorporated prior to resubmission.

Deliverable #	Deliverable	Content	Due Date
5	Development Products	Capture all outputs of electronic learning product development tasks. Submit as required in support of Instructional Design, Multimedia Development, and Courseware Programming services; specific content, delivery format, and media to be mutually agreed upon by Government and Contractor.	Due to the COR or COR-designated Government staff no later than date established by project schedule. The Government and Contractor shall agree upon a reasonable duration for Government review and adjudication and subsequent Contractor correction based on specific deliverable type and scope. All Government comments shall be incorporated prior to resubmission.

Deliverable #	Deliverable	Content	Due Date
6	Final Product Package (includes all source code and authoring files)	<p>Submit in support of Instructional Design, Multimedia Development, and Courseware Programming services. The Final IMI Product Package shall include the following:</p> <ul style="list-style-type: none"> a. Final IMI, all applicable versions, stored on content server and three (3) copies delivered on DVD/CD-ROM(s), labeled Final Version 1.0 and including any required installation and operation instructions. b. Updated storyboards, or other applicable design artifacts, with final file names. c. List of all programming languages and multimedia technologies used as well as any plug-ins that is required for viewing. d. List of new templates developed or areas of modifications to existing templates. e. Instructions for modifying content f. Copies of all source code and files. g. All audio and video files (including the original uncompressed media) along with an inventory sheet listing media segment start and stop locations. 	<p>Due to the COR or COR-designated Government staff no later than date established by project schedule. The Government and Contractor shall agree upon a reasonable duration for Government review and adjudication and subsequent Contractor correction based on specific deliverable type and scope. All Government comments shall be incorporated prior to resubmission.</p>

Deliverable #	Deliverable	Content	Due Date
7	Written Minutes from USMC meetings, conferences, workshops, and seminars	Submit in support of all PWS services. Summarization of the key issues from the proceedings and, as applicable, identifies potential ECD, CDET, and/or MCU equities, concerns, and recommendations for the way ahead. At a minimum, will include: date, duration, purpose of meeting, attendees, key persons contacted, places/units visited; items pending from previous meeting(s); items discussed, issues, and recommendations, and issues pending resolution for the next meeting.	Due to the COR or COR-designated Government staff no later than five (5) business days after the event.
8	After Action Reports (AARs) from meetings, conferences, workshops, seminars, exercises and events.	Submit in support of all PWS services. Summarizes the key issues from the proceedings and identifies potential Marine Corps equities, concerns, and recommendations for the way ahead. At a minimum, it shall include date, purpose of the event, participants; Marine Corps equities; outcomes; issues; and recommendations.	Submitted to the COR at the end of an event/trip such as a major conference or other event external to the USMC. It is due within five (5) business days after completion of the event.
9	Monthly Reports	Submit in support of all PWS services. Summarization of the following: - Total contract staffing by position and assignment - Personnel turnover and future staffing projections if applicable - Current and projected status of ongoing products and activities- Summary of delays, deviations and potential risks to established schedules and/or agreed upon plans of action, including causes and mitigation strategies	Due to the COR with copy to the Contracting Officer not later than the 15th day of the following month for work accomplished from the first through the final calendar day of the previous month.

Appendix A: Acronym List

AAR	After Action Report
ADA	American Disabilities Act
API	Application Programming Interface
C4	Command, Control, Communications, and Computers
CAC	Common Access Card
CDET	College of Distance Education and Training
COR	Contracting Officer's Representative
COTS	Commercial Off-the-Shelf
CRM	Customer Relationship Management
CSS	Cascading Style Sheets
DAPS	Document Automation and Production Service
DLNOC	Distance Learning Network Operations Center
DoD	Department of Defense
DoN	Department of the Navy
DSN	Defense Switched Network
DVTE	Deployable Virtual Training Environment
ECD	Electronic Courseware Department
ECDSS	Electronic Courseware Development Support Services
EDCOM	Education Command
EPME	Enlisted Professional Military Education
FY	Fiscal Year
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFM	Government Furnished Material
HQMC	Headquarters Marine Corps
HSPD	Homeland Security Presidential Directive
HTML	HyperText Markup Language
IMI	Interactive Multimedia Instruction
IP	Information Protocol
ID	Instructional Designer
IT	Information Technology
JTR	Joint Travel Regulations
LMS	Learning Management System
MCB	Marine Corps Base
MCEN	Marine Corps Enterprise Network
MCU	Marine Corps University
NACLC	National Agency Check with Local and Credit
NMCI	Navy Marine Corps Intranet
ODC	Other Direct Cost
OPFOR	Operating Forces
PCO	Procuring Contracting Officer
PKI	Public Key Infrastructure
PME	Professional Military Education
POI	Program of Instruction
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
RCO	Regional Contracting Office
RFP	Request for Proposal
ROI	Return on Investment
SCORM	Sharable Courseware Object Reference Model
SME	Subject Matter Expert
SNCO	Staff Noncommissioned Officer

SNCOA	Staff Noncommissioned Officer Academy
T&E	Training and Education
TECOM	Training and Education Command
UFTR	Uniform Federal Travel Regulations
USMC	United States Marine Corps
WBS	Work Breakdown Structure
XML	Extensible Markup Language

Appendix B: Hardware and Software

The Contractor shall provide hardware and software to support all required services in this ECD PWS including, but not limited to, the following.

Hardware

- Server setup supporting network connectivity, Internet services, and security for personnel.
 - Server capable of supporting Microsoft® Server 2012 software
 - Four or more removable blade drives (3 TB) to support backups and Raid
 - Monitor
 - 8 Gig RAM or higher
 - 320 GB or higher
 - I5 or higher Processor
 - Router(s) for network connections
- Standard PC laptop with connectivity to network and Internet through an Intranet.
 - Laptop with 15 inch display capable of supporting Microsoft® Windows 7
 - Docking station
 - Dual 22 inch or higher monitors
 - 8 Gig RAM or higher
 - 320 GB or higher
 - I5 or higher Processor

Software

- The *core load* for all contractor personnel performing the services in this PWS shall include the following:
 - Microsoft® 7 Enterprise
 - Internet Explorer 8 (can update if required)
 - Microsoft® Office 2010 Enterprise
 - Word
 - Access
 - Excel
 - PowerPoint
 - Publisher
 - OneNote
 - Outlook
 - InfoPath
 - Microsoft® Lync
 - McAfee VirusScan
 - Adobe® Acrobat X
 - ActivClient
 - WinZip®
- In addition to core load, the Contractor shall provide the following software to contractor personnel performing Instructional Design Services:
 - Lectora® Inspire
 - SnagIt
 - Camtasia Studio
 - FlyPaper
 - Microsoft® Project
 - Microsoft® Visio
 - Questionmark Perception
 - Adobe® Dreamweaver
 - Adobe® Photoshop Elements

- SCORM ADL Test Suite (2004/4th)
- In addition to core load, the Contractor shall provide the following software to contractor personnel performing Multimedia Design and Development Services and Courseware Programming Services:
 - Lectora® Inspire
 - SnagIt
 - Camtasia Studio
 - FlyPaper
 - Microsoft® Project
 - Microsoft® Visio
 - Questionmark Perception
 - Adobe® Creative Suite Master Collection
 - Photoshop (Full)
 - Illustrator
 - InDesign
 - Flash Professional
 - Dreamweaver
 - Fireworks
 - Premiere
 - After Effects
 - Prelude
 - Media Encoder
 - Audition
 - SpeedGrade
 - Adobe® Captivate
 - SketchUp Pro
 - 3D Studio Max
 - Daz 3D
 - Crazy Talk
 - Sony Soundforge™
 - SCORM ADL Test Suite (2004/4th)
- In addition to core load, the Contractor shall provide the following software to contractor personnel performing Educational Technology Management Services and Computer Programming Services:
 - Microsoft® Project
 - Microsoft® Visio
 - Adobe® Creative Suite Master Collection
 - Photoshop (Full)
 - Illustrator
 - InDesign
 - Flash Professional
 - Dreamweaver
 - Fireworks
 - Premiere
 - After Effects
 - Prelude
 - Media Encoder
 - Audition
 - SpeedGrade
 - VBS2 Simulation Suite

PERFORMANCE REQ SUMMARY**PERFORMANCE REQUIREMENTS SUMMARY (PRS)**

Required Services	Performance Standard	Acceptable Quality Level	Surveillance Method
<p>Quality of Work Performed:</p> <p>Use of resources to provide acceptable or better results through the following:</p> <ul style="list-style-type: none"> • Technical accuracy, thoroughness of all tasks included in the following service categories: <ul style="list-style-type: none"> ○ Task Management ○ Instructional Design ○ Multimedia Design and Development ○ Courseware Programming ○ Administrative Support ○ Customer Liaison/Outreach Coordination ○ Educational Technology Management ○ Computer Programming • Appropriateness of resources (people, computers, money, time) applied to achieve results 	<ul style="list-style-type: none"> • <5% rejection rate of all formal deliverables submitted under the performance provisions of the contract • <10% rejection rate of draft and first time submissions • Correction of identified deliverable deficiencies within 30 days or according to specific project schedule as applicable 	<p>85% of the time in compliance</p>	<p>Inspection/ Analysis/ Demonstration/ Observation - 100% by COR or designated representative</p> <ul style="list-style-type: none"> • Reconciled weekly by Department/ Branch Leads • Reconciled monthly by COR and tracked as a 3-mos moving average • <u>Consequence of Noncompliance</u> <ul style="list-style-type: none"> ○ Not exercise Options ○ Negative CPARs entry ○ Contractor Consideration

<p>Responsiveness:</p> <p>Effective use of prime and/or subcontractor resources to meet ongoing requirements including:</p> <ul style="list-style-type: none"> • Providing effective responses to requirements/ reallocations of labor within the WBS • Effective balancing of resources to accomplish work requirements without sacrificing priorities, or creating unstable performance • Using suitable benchmarking to establish staff allocations and work packages within the WBS 	<ul style="list-style-type: none"> • Response provided to COR within 24 hrs., strategy provided to COR <48 hrs. from notification, including: <ul style="list-style-type: none"> ○ WBS review ○ Approach agreement ○ Deliverables ○ Availability of staff 	<p>85% of the time in compliance</p>	<p>Inspection/ Analysis/ Demonstration/ Observation - Periodic by the COR as to the thoroughness of the response</p> <ul style="list-style-type: none"> • Reconciled monthly by COR and tracked as a 3-mos moving average • <u>Consequence of Noncompliance</u> <ul style="list-style-type: none"> ○ Not exercise Options ○ Negative CPARs entry ○ Contractor Consideration
<p>Planning:</p> <p>Includes the effective use of the WBS as a principal management tool, assignment of staff to work priorities and tasks therein delineated, and effectively managed across both contract and Department/Branch levels, including:</p> <ul style="list-style-type: none"> • Coordination with COR and Department/Branch Leads • Thoroughness of resource assessments • Effectiveness of labor usage • Effectiveness of benchmarking 	<ul style="list-style-type: none"> • WBS stability and forecast use of labor resources to meet quality standards without increasing current performance scope (e.g., change orders <1%); and <5% vacancy based upon scheduled departures (e.g., 15-day notice unless otherwise agreed for a specific vacancy by the COR and Contractor) for backfill of staff 	<p>85% of the time in compliance</p>	<p>Inspection/ Analysis/ Demonstration/ Observation - Periodic by the COR as to the thoroughness of the planning</p> <ul style="list-style-type: none"> • Number of change orders submitted to COR and PCO • Reconciled monthly by COR and tracked as a 3-mos moving average • <u>Consequence of Noncompliance</u> <ul style="list-style-type: none"> ○ Not exercise Options ○ Negative CPARs entry ○ Contractor Consideration

<p>Staffing:</p> <p>Includes selection of qualified staff to meet requirements:</p> <ul style="list-style-type: none"> • Adequacy of skills, experience of staff to meet program requirements across Departments/ Branches • Use of team members, SubK staff to ensure most qualified capabilities are applied • Responsiveness and use of staff within the WBS framework for workload management 	<ul style="list-style-type: none"> • Staff stability maintained at 90% of target WBS allocation; new hires within 15 days of notification of vacancy unless otherwise agreed for a specific vacancy by the COR and Contractor 	<p>95% of the time in compliance</p>	<p>Inspection/ Analysis/ Demonstration/ Observation - 100% by COR or designated representative;</p> <ul style="list-style-type: none"> • Reconciled monthly by COR and tracked as a 3-mos moving average • <u>Consequence of Noncompliance</u> <ul style="list-style-type: none"> ○ Extended periods of vacancy for staff, or consequential impacts to performance may warrant financial consideration ○ Negative CPARS entry ○ Termination
<p>Management and Administration:</p> <p>Includes the following measures of performance and compliance:</p> <ul style="list-style-type: none"> • Deliverables shall be complete, accurate, and prepared to a professional standard • Quality of the Contractor's overall technical management strategy • Ability to identify and preclude problems, or resolve issues • Effectiveness of their use of corporate quality practices, resolution of invoice anomalies, WBS compliance, and effectiveness of their overall subcontract management 	<p>Aggregation of subordinated areas assessed using progressively more objective criteria-ratings considered:</p> <ul style="list-style-type: none"> • <u>Excellent</u> – exceeded performance expectations and abated, or immediately mitigated known problems • <u>Acceptable</u> – Met performance expectations and generally responded to problems in a satisfactory manner • <u>Unacceptable</u> – areas of inconsistent performance, prolific problems remain unresolved, and two or more performance areas are noted as substandard 	<p>85% of the time in compliance</p>	<p>Inspection/ Analysis/ Demonstration/ Observation - 100% by COR or designated representative;</p> <ul style="list-style-type: none"> • Performance evaluation at TBD milestones • Reconciled monthly by COR and tracked as a 3-mos moving average • <u>Consequence of Noncompliance</u> <ul style="list-style-type: none"> ○ Irresponsible management with consequential impacts to performance may warrant financial consideration ○ Negative CPARS entry ○ Termination

KNOWLEDGE MGMT PROPOSAL

This award incorporates Knowledge Management Inc. final proposal dated June 30, 2014.

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0001AA	Destination	Government	Destination	Government
0001AB	Destination	Government	Destination	Government
0001AC	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0002AA	Destination	Government	Destination	Government
0002AB	Destination	Government	Destination	Government
0002AC	Destination	Government	Destination	Government
0002AD	Destination	Government	Destination	Government
0002AE	Destination	Government	Destination	Government
0002AF	Destination	Government	Destination	Government
0002AG	Destination	Government	Destination	Government
0002AH	Destination	Government	Destination	Government
0002AJ	Destination	Government	Destination	Government
0002AK	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1001AA	Destination	Government	Destination	Government
1001AB	Destination	Government	Destination	Government
1001AC	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1002AA	Destination	Government	Destination	Government

1002AB Destination	Government	Destination	Government
1002AC Destination	Government	Destination	Government
1002AD Destination	Government	Destination	Government
1002AE Destination	Government	Destination	Government
1002AF Destination	Government	Destination	Government
1002AG Destination	Government	Destination	Government
1002AH Destination	Government	Destination	Government
1002AJ Destination	Government	Destination	Government
1002AK Destination	Government	Destination	Government
2001 Destination	Government	Destination	Government
2001AA Destination	Government	Destination	Government
2001AB Destination	Government	Destination	Government
2001AC Destination	Government	Destination	Government
2002 Destination	Government	Destination	Government
2002AA Destination	Government	Destination	Government
2002AB Destination	Government	Destination	Government
2002AC Destination	Government	Destination	Government
2002AD Destination	Government	Destination	Government
2002AE Destination	Government	Destination	Government
2002AF Destination	Government	Destination	Government
2002AG Destination	Government	Destination	Government
2002AH Destination	Government	Destination	Government
2002AJ Destination	Government	Destination	Government
2002AK Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	N/A	N/A	N/A	N/A

0001AA POP 15-AUG-2014 TO 14-AUG-2015	N/A	M30400 COLLEGE OF DISTANCE EDUCATION AND TRAININ 2300A LOUIS ROAD QUANTICO VA 22134 LTCOL STEVE BRZOSTOWSKI (703) 432-0670 FOB: Destination	M30400
0001AB POP 15-AUG-2014 TO 14-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
0001AC POP 15-AUG-2014 TO 14-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
0002 N/A	N/A	N/A	N/A
0002AA POP 15-AUG-2014 TO 14-AUG-2015	N/A	M30400 COLLEGE OF DISTANCE EDUCATION AND TRAININ 2300A LOUIS ROAD QUANTICO VA 22134 LTCOL STEVE BRZOSTOWSKI (703) 432-0670 FOB: Destination	M30400
0002AB POP 15-AUG-2014 TO 14-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
0002AC POP 15-AUG-2014 TO 14-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
0002AD POP 15-AUG-2014 TO 14-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400

0002AE POP 15-AUG-2014 TO 14-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
0002AF POP 15-AUG-2014 TO 14-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
0002AG POP 15-AUG-2014 TO 14-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
0002AH POP 15-AUG-2014 TO 14-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
0002AJ POP 15-AUG-2014 TO 14-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
0002AK POP 15-AUG-2014 TO 14-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
1001 N/A	N/A	N/A	N/A
1001AA POP 15-AUG-2015 TO 14-AUG-2016	N/A	M30400 COLLEGE OF DISTANCE EDUCATION AND TRAININ 2300A LOUIS ROAD QUANTICO VA 22134 LTCOL STEVE BRZOSTOWSKI (703) 432-0670 FOB: Destination	M30400
1001AB POP 15-AUG-2015 TO 14-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400

1001AC POP 15-AUG-2015 TO 14-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
1002 N/A	N/A	N/A	N/A
1002AA POP 15-AUG-2015 TO 14-AUG-2016	N/A	M30400 COLLEGE OF DISTANCE EDUCATION AND TRAININ 2300A LOUIS ROAD QUANTICO VA 22134 LTCOL STEVE BRZOSTOWSKI (703) 432-0670 FOB: Destination	M30400
1002AB POP 15-AUG-2015 TO 14-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
1002AC POP 15-AUG-2015 TO 14-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
1002AD POP 15-AUG-2015 TO 14-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
1002AE POP 15-AUG-2015 TO 14-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
1002AF POP 15-AUG-2015 TO 14-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
1002AG POP 15-AUG-2015 TO 14-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
1002AH POP 15-AUG-2015 TO 14-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400

1002AJ	POP 15-AUG-2015 TO 14-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
1002AK	POP 15-AUG-2015 TO 14-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
2001	N/A	N/A	N/A	N/A
2001AA	POP 15-AUG-2016 TO 14-AUG-2017	N/A	M30400 COLLEGE OF DISTANCE EDUCATION AND TRAININ 2300A LOUIS ROAD QUANTICO VA 22134 LTCOL STEVE BRZOSTOWSKI (703) 432-0670 FOB: Destination	M30400
2001AB	POP 15-AUG-2016 TO 14-AUG-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
2001AC	POP 15-AUG-2016 TO 14-AUG-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
2002	N/A	N/A	N/A	N/A
2002AA	POP 15-AUG-2016 TO 14-AUG-2017	N/A	M30400 COLLEGE OF DISTANCE EDUCATION AND TRAININ 2300A LOUIS ROAD QUANTICO VA 22134 LTCOL STEVE BRZOSTOWSKI (703) 432-0670 FOB: Destination	M30400

2002AB POP 15-AUG-2016 TO 14-AUG-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
2002AC POP 15-AUG-2016 TO 14-AUG-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
2002AD POP 15-AUG-2016 TO 14-AUG-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
2002AE POP 15-AUG-2016 TO 14-AUG-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
2002AF POP 15-AUG-2016 TO 14-AUG-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
2002AG POP 15-AUG-2016 TO 14-AUG-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
2002AH POP 15-AUG-2016 TO 14-AUG-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
2002AJ POP 15-AUG-2016 TO 14-AUG-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400
2002AK POP 15-AUG-2016 TO 14-AUG-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M30400

ACCOUNTING AND APPROPRIATION DATA

AA: 17411063B4D 252 67856 067443 2D M30400

COST CODE: 4SUYE008YEDN

AMOUNT: \$2,057,368.92

CIN M3040014SUYE0080001AA: \$1,534,621.44

CIN M3040014SUYE0080001AB: \$75,660.00

CIN M3040014SUYE0080001AC: \$15,525.00

CIN M3040014SUYE0080002AA: \$48,016.68

CIN M3040014SUYE0080002AB: \$48,016.68

CIN M3040014SUYE0080002AC: \$48,016.68

CIN M3040014SUYE0080002AD: \$48,016.68

CIN M3040014SUYE0080002AE: \$45,091.20

CIN M3040014SUYE0080002AF: \$45,091.20

CIN M3040014SUYE0080002AJ: \$149,313.36

CLAUSES INCORPORATED BY REFERENCE

52.204-2	Security Requirements	AUG 1996
52.219-6	Notice Of Total Small Business Set-Aside	NOV 2011
52.219-13	Notice of Set-Aside of Orders	NOV 2011
52.219-14	Limitations On Subcontracting	NOV 2011
52.222-17	Nondisplacement of Qualified Workers	JAN 2013
252.201-7000	Contracting Officer's Representative	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7012	Safeguarding of unclassified controlled technical information	NOV 2013
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	DEC 2006
252.227-7013	Rights in Technical Data--Noncommercial Items	FEB 2014
252.227-7015	Technical Data--Commercial Items	FEB 2014
252.227-7020	Rights In Special Works	JUN 1995
252.227-7037	Validation of Restrictive Markings on Technical Data	JUN 2013
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.243-7001	Pricing Of Contract Modifications	DEC 1991

CLAUSES INCORPORATED BY FULL TEXT

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **36 months**.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/vffara.htm>

(End of clause)

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

COMBO

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

Destination

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	<u>M67443</u>
Issue By DoDAAC	<u>M00264</u>
Admin DoDAAC	<u>M00264</u>
Inspect By DoDAAC	<u>M30400</u>
Ship To Code	<u>M30400</u>

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

nicole.black@usmc.mil

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

danielle.tulloss@usmc.mil

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

WAGE DETERMINATION

Wage Determination No.: 2005-2103

Revision No.: 13

Date Of Revision: 06/19/2013

Website: <http://www.wdol.gov/>

ECMRA

Enterprise-Wide Contractor Manpower Reporting Application (eCMRA)

The contractor shall report ALL contract labor hours (including subcontractor labor hours) required for performance of services provided under this contract for CDET Electronic Courseware Development Support Services via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <https://doncmra.nmci.navy.mil>

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direction questions to the help desk, linked at: <https://doncmra.nmci.navy.mil>

GSA CLAUSES

All clauses under GSA Schedule GS-35F-0126W are hereby incorporated.